**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_**

**Fill in the Blank: Fill in each blank with the term or phrase that best completes the statement.**

**1.** On a bar chart, the bars that share a common color are a data \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**2.** If you want to change a column chart to a line chart, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button on the Chart Tools Design tab.

**3.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a visual depiction of numeric data.

**4.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ charts show the relationship of parts to a whole.

**5.** A chart’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides a key to the information plotted on the chart.

**6.** On a column chart, the data is charted along the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ axis.

**7.** Hold the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key as you drag a chart to resize it to maintain its aspect ratio.

**8.** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the entire area within the chart’s border, including not only the plot area but also the chart title and legend.

**9.** You can quickly tell what part of a chart you have selected by looking at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ box on the Chart Tools Layout or Format tab.

**10.** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contains the gridlines and elements such as columns or bars.

**Multiple Choice: Place the letter of the correct answer on the blank provided.**

**\_\_\_\_\_1.** To take full advantage of PowerPoint 2010’s charting capabilities, you must also have:

**a.** Microsoft Word

**b.** Microsoft Excel

**c.** Microsoft Equation

**d.** Microsoft Chart

**\_\_\_\_\_2.** If you want to select a different range of cells for a chart, use the

**a.** Edit Data button on the Chart Tools Design tab

**b.** Source Data button on the Chart Tools Design tab

**c.** Edit Data button on the Chart Tools Layout tab

**d.** Data Source button on the Chart Tools Layout tab

**\_\_\_\_\_3.** The default PowerPoint chart type is a:

**a.** column chart

**b.** bar chart

**c.** line chart

**d.** pie chart

**\_\_\_\_\_4.** If you want to show amount of change over time and total value across a trend, use a(n):

**a.** column chart

**b.** line chart

**c.** area chart

**d.** pie chart

**\_\_\_\_\_5.** You can move a chart on a slide by:

**a.** dragging its border

**b.** cutting from one location and pasting elsewhere on the slide

**c.** dragging a sizing handle

**d.** issuing the Move command

**\_\_\_\_\_6.** \_\_\_\_\_\_\_\_\_\_\_ enables you to quickly format a chart with different colors, effects, and background.

**a.** WordArt

**b.** A Quick Style

**c.** Chart Themes

**d.** SmartArt

**\_\_\_\_\_7.** Select a single data point by:

**a.** clicking once on it

**b.** clicking once to select the whole series, and then clicking again to select only that data point

**c.** right-clicking on it

**d.** Shift-clicking on it

**\_\_\_\_\_8.** To change the numbers along the vertical axis on a column chart, adjust the:

**a.** legend

**b.** data labels

**c.** titles

**d.** axis scale

**\_\_\_\_\_9.** You can attach a hyperlink to the entire chart, but not to individual elements of the chart.

**a.** True

**b.** False

**\_\_\_\_\_10.** Text that identifies information about the values on an axis is called a(n):

**a.** legend

**b.** chart title

**c.** plot title

**d.** axis label